



**Standard Operating Procedure**

**Date**  
**1/24/2014**

**Office of Chief Security Officer**

**FEMA National Emergency Training Center Access Procedures**

**I. Purpose**

To establish Physical Access Standard Operating Procedures (SOP) at the National Emergency Training Center (NETC).

**II. Supersession**

This SOP supersedes previous editions dated November 10, 2011 and July 25, 2012, NETC Management, Operations, and Support Services Memorandum, National Emergency Training Center Background Suitability Process.

**III. Authority**

- A. 18 U.S.C., 930.
- B. 41 C.F.R., 102-74.375.
- C. 41 C.F.R., 102-74.440.
- D. 44 C.F.R., 15.15.

**IV. References**

- A. FEMA Directive 121-3, "Facility Access," January 28, 2011.
- B. FEMA Manual 121-3-1, "Credentialing and Access Reference Manual," October 10, 2012.

**V. Definitions**

- A. **Campus Access:** The NETC campus includes the grounds and monuments, the cafeteria, the Pub and O'Leary's store. Campus access, may include assigned lodging, but does not include staff-like access to FEMA work areas, the Department of Homeland Security (DHS)/FEMA Network, or any critical infrastructure.

**VI. Responsible Office**

- A. NETC Management, Operations, and Support Services (MOSS) Division.
- B. FEMA Office of the Chief Security Officer, Physical Security Branch.

## **VII. Standard Operating Procedures**

Any physical access to NETC requires a valid Homeland Security Presidential Directive (HSPD)-12, Personal Identification Verification (PIV) badge or the issuance of a temporary visitor badge. The MOSS Security Manager is responsible for the implementation of this SOP. The MOSS Security Manager, under the NETC MOSS Director, shall oversee and monitor access controls to ensure compliance and security guards responsible for controlling access, are provided copies of the applicable portions of the SOP. The SOP provisions shall be appropriately referenced in the security guard post orders and properly followed depending upon the purpose of the visit.

### **A. New Federal Employees:**

A person cannot Enter-on-Duty (EOD) or start any work on NETC as a Federal employee before a Federal Bureau of Investigation (FBI) fingerprint check is adjudicated "favorable," Electronic Questionnaire Investigation Processing (e-QIP) approval is obtained and the EOD date is assigned by the Office of Chief Component Human Capital Officer (OCCHCO).

### **B. Federal employees arriving at NETC: On regular work days during daylight hours, arrivals at other times must be coordinated in advance with NETC MOSS:**

1. NETC Federal employees will present their valid HSPD-12 PIV credential for access.
2. Federal employees not employed at NETC, and arriving at NETC for meetings, focus groups, and formal instruction, etc., may be granted unescorted access to the facility by:
  - a. Showing their valid HSPD-12 PIV credential; or
  - b. Having previously obtained a favorable background suitability determination from another DHS component and a Visitor Authorization Request (VAR) has been received by the NETC Security Manager.
3. Federal employees who do not have a current HSPD-12 compliant PIV badge, but are confirmed to have a favorable background suitability determination, must be entered into the NETC Security Access Request Application (SARA) system before being granted unescorted access.

### **C. Contract Employees:**

1. Contract employees with a HSPD-12 badge will follow the same procedures for access as Federal employees in Section VII-B above.
2. Contract employees (recurring), requiring campus access on a regular basis or those requiring access to FEMA-IT systems (Logical Access).

- a. Contract employees working on any FEMA contract that requires unescorted access to a FEMA owned or controlled facility, or access to a FEMA-IT system and systems data, access to sensitive information, or access to disaster victim information must meet all HSPD-12 requirements.
  - b. An FBI fingerprint check adjudicated "favorable" and e-QIP approval must be completed before the contract employee can enter the government facility unescorted and/or begin work on a contract at NETC.
- 3. Contract employees (non-recurring): One time or short term visit, performing work such as construction.
  - a. An FBI fingerprint check adjudicated "favorable" must be completed and approved by the FEMA's Personnel Security Division before non-recurring contract employees can enter the NETC facility unescorted. The Contract Officer Representative (COR) must provide the NETC MOSS Director, written assurance that the contractor requirements are:
    - 1) Either non-recurring, short term in nature, or a one-time visit; and
    - 2) The contractor will not be working more than 180 days (aggregate), at NETC during that calendar year.
  - b. In absence of the above for construction contractors, a National Crime Information Center (NCIC) check may be used in lieu of FBI fingerprint and credit check procedures provided construction contract workers are escorted at all times while on NETC campus. The NCIC check is good for 180 days with no access to government IT systems, or critical infrastructure.
- D. For State, Local, Tribal or Territorial (S/L/T/T) government employees and representatives of volunteer emergency services organizations performing work at NETC. One of the following conditions must occur for security guards to allow unescorted access of an individual performing work at NETC:**
  - 1. Possession of an HSPD-12 compliant PIV photo badge, unescorted access may be granted by the security guard at the main gate utilizing single factor authentication from the photo on the badge with a non-expired date. The FEMA Sponsor shall input the required information into the SARA system; or
  - 2. Possession of a PIV Interoperable (PIV-I) compliant photo badge issued by an approved General Services Administration (GSA) provider to a S/L/T/T and having previously passed background check information to the NETC Security Manager that, at a minimum, a favorable FBI fingerprint check was performed by the sponsoring S/L/T/T. Unescorted access may be granted by the security guard at the main gate utilizing single factor authentication from the photo on the badge with a non-expired date. The FEMA Sponsor shall input the required information into the SARA system; or

3. VAR approval for unescorted access to meetings, focus groups or instruction, etc., if prior submission and approval by the NETC MOSS Director. Unescorted access may be granted by the security guard at the main gate. The VAR must clearly state current security clearance or favorable background suitability, and clearly indicate a security clearance determination has been granted from another federal government agency; or
4. A letter from the S/L/T/T government organization on official letterhead, or representative of a volunteer emergency services organization, submitted to the NETC Security Manager, verifying the successful completion of an FBI criminal history record check. Unescorted access may be granted by the security guard at the main gate. The letter, when verified by contact with the issuing organization, will suffice in place of the favorable background suitability determination; or
5. A favorable adjudicated FBI fingerprint check and e-QIP approval by FEMA's Personnel Security Division. Unescorted access may be granted by the security guard at the main gate.

**E. FEMA Affiliated Personnel:**

1. Members of the National Fallen Firefighter Foundation, NETC Recreation Association employees, employees of O'Leary's Store, and the NETC Pub for non-escorted access to NETC must have FEMA sponsorship as an affiliate to receive a FEMA PIV for access.
2. FEMA OCSO Physical Security Branch will conduct NCIC checks for NETC MOSS on an as-needed basis during core business hours until an NETC terminal is in place.

**F. Participation in a focus group, one time guest visit, Subject Matter Expert (SME), or other to NETC for a meeting:**

1. If the participant, guest, or other is an employee of a S/L/T/T government or a member of an emergency services volunteer organization, a letter on official letterhead from the S/L/T/T government or emergency services volunteer organization verifying the favorable completion of an FBI criminal history record check will suffice in place of the favorable background suitability determination. Said letter will be submitted to the NETC Security Manager and verified by contacting the issuing party.
2. In the absence of the above, a participant, guest, SME or other for a one time no escort required visit to attend a meeting, access will be vetted through NCIC. Vetting will be in accordance with physical access requirements of the FEMA Office of Chief Security Officer (OCSO) NCIC standards.
3. Access based on NCIC results is valid for no more than 180 days for return visits.

4. For any repeated access listed above, a temporary access badge valid for 180 days will be created and held by Security to be exchanged for a photo ID. Guards will determine if a badge already exists before creating a new temporary badge.
5. Fingerprints are used for suitability and authorized access determination at NETC:
  - a. Those personnel will have no staff-like access to FEMA work spaces, no access to the FEMA/DHS network, and/or no access to critical infrastructure.
  - b. The fingerprint suitability finding will be good for two years.
  - c. On the one year anniversary of the prints, an NCIC check will be run for continued access determination.
  - d. In the event the NCIC results show a problem, a fingerprint determination for suitability will be necessary for the same continued access that year.
  - e. Fingerprints are required on the two year anniversary from when last fingerprinted for the same continued access to NETC.
6. OCSO/NETC Instructor fingerprint process:
  - a. NETC Security Manager will collect fingerprint cards for submittal to FEMA's Personnel Security Division (PSD), Fingerprint Section (FPS) along with Fingerprint Request Form (121-2-1) for each fingerprint card.
  - b. To assure creation of a case in the Integrated Security Management System (ISMS), at the most top right-hand corner of the 121-2-1 form, the letters Emergency Management Institute, National Fire Academy Instructor (EMI/NFA-INSTR) should be written. This will alert the Fingerprint staff as to how the case should be processed.
  - c. The Originating Case Agency (OCA) block on the Fingerprint cards must contain EMI/NFA-INSTR.
  - d. The NETC Security Manager will submit the cards to the Intake and Compliance Branch Fingerprint Section, via courier.
  - e. The NETC Security Manager will be notified of all fingerprint results.
7. Access may be granted upon presentation, to NETC Security, with a valid and current retired US military ID card, provided they do not require access to critical infrastructure, sensitive information or FEMA-IT systems.

#### **G. Foreign Nationals:**

All foreign nationals must be vetted through the FEMA OCSO Administrative and Special Security Branch and noted in ISMS prior to being allowed access to NETC. Foreign nationals are not allowed access to any NETC areas of Critical Infrastructure as identified in the current risk assessment. Individuals not on the list of preapproved vetted foreign nationals will not be authorized access, without authorization of the Chief Security Officer (CSO) or designee.

#### **H. Access to Memorials/Monuments and Cafeteria during meal hours:**

1. Visitors to campus memorials, monuments, and the cafeteria must stop at the security entrance point at the main gate to obtain a vehicle pass and temporary visitor badge in exchange for a photo ID for each occupant of the vehicle. The visitors will at that time be issued both verbal and written instructions explaining the specific area(s) they are authorized to go to, as well as instructions to return to the main gate first, if they desire to go anywhere else on the NETC campus.
2. The guards at the main gate will notify Security Monitoring that the vehicle is en-route to a memorial, monument or cafeteria.
3. Security Monitoring will observe the vehicle with video surveillance to assure proper parking in designated area and to ensure that individuals only visit the designated memorial, monument, or cafeteria.
4. Security Monitoring will dispatch guards if the vehicle or occupants are observed outside of the designated area. Guards will direct the visitors to the designated area or assist the visitors to exit the facility as appropriate. Visitors who are repeatedly observed outside of the designated area will be directed to depart the campus immediately and will not be allowed back without an escort for the remainder of the day. They may also be refused any further unaccompanied access at the discretion of the NETC Security Manager.
5. Upon exiting the campus, visitors will return the vehicle pass and temporary ID badges in exchange for their previously held photo ID's.

#### **I. Annual Fallen Firefighters Memorial Weekend Planning Activities:**

1. Individuals participating in planning meetings and activities during the National Fallen Firefighters Foundation (NFFF) Memorial Weekend, who are employed by S/L/T/T government or volunteer emergency services organizations may be granted unescorted access upon receipt by the NETC Security Manager, with a letter from the S/L/T/T or volunteer emergency services organization on official letterhead. The letter must state that the individuals have favorably completed an FBI criminal history record check; said letter will be verified by contact with the issuing party. Persons possessing a current PIV, Credential Access Card (CAC), or PIV-I may be granted unescorted access to the campus without the need for a

letter from the S/L/T/T government organization or representative of a volunteer emergency services organization.

2. In the absence of the above, the individuals will be required to provide full name, date of birth, place of birth and full social security number in a password protected email to the NETC Security Manager. An NCIC check will be completed and unescorted access may be granted if the NCIC inquiry is adjudicated "favorable."

**J. Escort required access:**

1. Escort required access can be granted for any sponsored visit during daylight business hours if a FEMA sponsor has determined that their presence is necessary. Individuals acting as escorts will be briefed by NETC security personnel at the entrance gate where access is accomplished to ensure that they follow the proper escort protocol and procedures. The individuals will be entered into the SARA system and will be physically escorted at all times by the FEMA sponsor, while they are on the NETC campus.
2. Individuals found not suitable for access through ISMS, NCIC, FBI fingerprint check, and/or credit check verification and/or through non-approval of the e-QIP process will not be allowed access to NETC, even if escorted.

**K. NETC Student Physical Access Policy:**

1. Before allowing students physical access to NETC campus, NETC MOSS Admissions must determine:
  - a. Student is qualified to take the course and meet the selection criteria.
  - b. Student provides a government issued valid photo ID, such as a driver's license.
  - c. Student is approved by the head of a sponsoring organization that has some responsibility for fire prevention and control or emergency management.
  - d. Student is endorsed by the State Emergency Management Training Manager, FEMA Regional Training Officer, FEMA HQ, or the Tribal Nation.

**L. NETC Weapons Policy:**

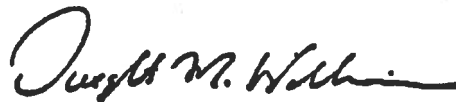
1. Under 44 C.F.R. 15.15, no person at NETC will carry or possess firearms, other dangerous or deadly weapons, explosive or items intended to be used or that could reasonably be used to fabricate an explosive or incendiary device, either openly or concealed, except:

- a. For official purposes only;
  - b. If the FEMA Administrator or the Administrator for the United States Fire Administration, or their respective designee approves;
  - c. In accordance with FEMA policy governing the possession of firearms, FEMA Directive 121-3 and FEMA Manual 121-3-1;
2. *The official who grants approval for a person to carry or possess any weapon at NETC shall provide the FEMA OCSO, Chief of Physical Security and the NETC Director of Management, Operations and Support Services with written notice of such approval, specifying.*
  - a. Name and title of the person to whom approval has been granted;
  - b. Agency or organization to which that person belongs;
  - c. Weapons approved;
  - d. Date the approval was granted;
  - e. Date the approval will expire; or
  - f. Specific reason for the approval (including the official purpose for carrying or possessing the weapon).
3. This written notice of approval shall be provided to the FEMA, Chief of Physical Security, and the NETC Director of MOSS on the day such approval is granted or, if approval is granted after regular duty hours, no later than 9:00 am (Eastern Time) on the next business day. The FEMA OCSO Chief of Physical Security and the NETC Moss shall maintain copies of the written notices of approval under this section.
4. Notwithstanding the requirements above, any federal, state or local law enforcement officer whose jurisdiction extends to NETC and who is actively exercising law enforcement authority while upon NETC premises is authorized to retain custody of his or her service weapon at NETC during the exercise of that law enforcement authority.
5. Federal, state, tribal or local law enforcement officers attending training at NETC will not be allowed to carry a firearm or other weapon openly or concealed and must either secure the weapon in the trunk of their vehicle, preferably in a locked container, or at the Security Desk in a weapons container provided by NETC Security.





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Date: 2/20/2014



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